

Charter for the Air Force Institute of Technology School of Systems and Logistics Senior Officer Steering Group

16 Dec 2003

1.0 Introduction:

This document establishes the charter for the AFIT School of Systems and Logistics Senior Officer Steering Group (SOSG). The charter defines the purpose, responsibilities, meeting frequency and membership of the SOSG to provide guidance on curriculum focus.

2.0 Purpose of the Senior Officer Steering Group (SOSG):

The objective of the SOSG is to represent the needs of current and potential professional continuing education (PCE) users, and ensure an evolution of the School's curriculum that supports changing Air Force needs. The user community represented by the SOSG includes MAJCOM, Headquarters AF, and Office of the Secretary of the AF senior officers and executives responsible for organizing, training, and equipping the Air Force acquisition and sustainment communities, plus representatives from operational commands performing logistics duties. The SOSG will confirm strategic direction of the School curricula; provide insight on evolving educational needs and AF priorities; and sponsor and advocate courses and curricula as appropriate. The function of the SOSG is solely advisory, and any determination of action to be taken on matters upon which the SOSG advises or recommend shall be made solely by the Dean of the School in concert with the AFIT Commandant.

3.0 Responsibilities of the SOSG:

- 3.1 Endorse and provide feedback to the School on its strategic plan and vision.
- 3.2 Provide or justify resources (e.g., money, manpower, equipment) for the evolution and maintenance of the School's mission.
- 3.3 Promote the use of the School of Systems and Logistics as a preferred source of acquisition and sustainment PCE.
- 3.4 Provide insight to the School based on user community PCE needs.
- 3.5 Assure that the School has access to the requisite subject matter experts (SMEs) for the evolution and maintenance of the curriculum.

3.6 Review the results of annual curriculum reviews held between the School's course directors and the working level sponsors and SMEs.

3.7 Maintain liaison with their constituents and represent their collective interests.

3.8 Support the School in representing the curriculum to the national and international community in public fora.

4.0 SOSG Meeting Frequency:

The SOSG will meet annually with special meetings held as necessary. Scheduling will occur in the August-September timeframe to coincide with ending and beginning fiscal year discussions. Specific dates will be coordinated by the Office of the Dean to accommodate the majority of attendees. SOSG meetings, following initial approval of this charter, will be advertised 90 days in advance.

5.0 Membership of the SOSG:

5.1 Steering Group Members:

The composition of the SOSG is flexible, as the mission of the School evolves, but will concentrate on members of the Air Force's acquisition and sustainment communities, both operational and supporting commands. Other members will come from the planning and execution functions for acquisition and sustainment from Headquarters Air Force and the Office of the Secretary of the Air Force. Senior leaders from those subordinate organizations sponsoring targeted courses may also be members. The Dean may also offer SOSG membership to senior retired leaders that maintain an involved interest in acquisition and sustainment PCE.

5.2 Steering Group Tenure:

SOSG members will not serve terms per se. The Dean will issue a call to the School course directors to assure all current and new sponsors and organizations meeting the criteria in section 5.1 above are identified and invited. As many of those positions are held by military members, continuity of personnel is not always achievable. However, while personnel rotations bring in new viewpoints and ensure currency of evolving requirements, SOSG members should make every effort to attend meetings as continuity as participation is critical to success of the effort.

5.3 Requirements for Steering Group Members:

A SOSG member must:

- a) Be able to commit time and travel expenses
- b) Speak with authority for an acquisition or sustainment community
- c) Have a defined stake in the PCE of the acquisition and sustainment workforce

- d) Understand the effect of PCE on the user community
- e) Support the mission of the School of Systems and Logistics

6.0 Changes to This Charter:

This charter will be reviewed and coordinated with the SOSG. The charter may be updated based on need. Changes to the charter will be coordinated with the SOSG members. The currency and accuracy of the charter will be addressed at each SOSG meeting. After initial ratification, each time this charter is revised, a separate subparagraph will be added summarizing the changes.

7.0 Approval:

Version 1 of this Charter was confirmed on 11 Dec 2003 by a meeting of the SOSG.

KENNETH P. KNAPP, Colonel, USAF
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